



Incorporated Village of Lake Grove
Office of the Fire Marshal-Andrew J. Brofman-Chief
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HOOD/DUCT SYSTEM PLANS SUBMITTAL/SYSTEM INSTALLATION PROCEDURE

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less rejections due to improper submittals.

THIS DOCUMENT IS IN EFFECT AS OF 1/1/07

New York State Fire Code

§SF105.1 Permits

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

Code of the Village of Lake Grove

§89-31 Permits required.

A permit shall be obtained from the Fire Marshal for the installation of any device(s) used for conveying smoke and hot gases to the outer air from restaurant or restaurant type cooking equipment which is connected to any chimney, smokestack or similar device. This section shall be applicable to all construction, including but not limited to single family dwellings.

Plans shall be provided when:

- Required by law or ordinance
- A change of use for a particular premise occurs
- Any hood/exhaust system is installed whether required by code or not.
- Any hood/exhaust system is renovated, upgraded, improved or changed.

WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME

All hood/duct system plan submittals **MUST** include the following or they will be rejected:

1. All hood and duct system installations shall conform to Chapter 89 of the Code of the Incorporated Village of Lake Grove, the New York State Fire, Building and Mechanical Codes where applicable as well as, the National Electrical Code, NFPA RS #17A, 96 and 211 as well as any/all other rules, regulations or ordinances whether or not they are specified herein.
2. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
3. You must note the type of construction of the kitchen or space where hoods are being installed.
4. Identification of the hazard to be protected and include physical dimensions, cooking appliances, energy sources for each appliance and air handling equipment.
5. Business name, numerical street address and nearest intersection of building.
6. Compass point showing building layout.
7. Plans submitted for review shall deal directly to the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings.)
8. Name address and telephone number of person drawing plans.
9. 3 sets of stamped plans. All plans shall be stamped and signed by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
10. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.

11. If component parts from different manufacturers are to be mixed in any system, then a manufacturer's statement of compatibility of said parts shall be included in the submission.
12. Plans must show clearance to combustibles throughout the system.
13. If a hood, duct or grease removal device is listed for clearances less than those required in the code, the listing requirements shall be permitted once adequate documentation is submitted to this office and approved.
14. Protection shall be provided on the wall(s) from the bottom of the hood to the floor, except where the code states differently. You must cite any code section referred to in your submittal.
15. Electrical circuitry schematic.
16. If a submitted cut sheet shows multiple devices and options, the exact device to be used is to be circled, highlighted or called out
17. Completed application which can be downloaded from the village website (www.lakegroveNY.gov). *If there are any blanks, the application will be rejected.*
18. Electronic copy of plans and cut-sheets submitted in PDF form.
19. Fee of \$250.00. Note that \$150.00 of this is for the plans review and \$100.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. MAKE ALL CHECKS OUT TO THE INCORPORATED VILLAGE OF LAKE GROVE.
20. Submittals must include the appropriate prepaid mailer so we can return the plans to you.
21. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
22. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less than 1/8" = 1"0".

23. Submitted plans shall be on unlined paper no smaller than 17-inches by 28-inches.
24. All plans shall have an area available for approval stamps. This area shall be a clearly defined quadrangle with no side less than 4 inches in length.
25. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.
26. A legend explaining the symbols being used to identify devices and components on plans. NOTE: This legend is to be on each page of the plans including the riser diagram.
27. Licensed contractor name, address, contact person and 24 hour telephone number in case of emergency or problem.

REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-26 WILL BE REJECTED.

SECTION 2

Additional requirements:

- ☐ The hood and portion of a primary collection means designed for collecting cooking vapors and residues shall be constructed of and be supported by steel not less than 0.043 inches (No. 18 MSG) in thickness, stainless steel not less than 0.037 inches (No 20 MSG) in thickness, or other approved material of equivalent strength and fire and corrosion resistance.
- ☐ All seams, joints and penetrations of the hood enclosure that direct and capture grease laden vapors and exhaust gases shall have a liquid tight continuous external weld to the hood's lower outermost perimeter.
- ☐ Seams, joints and penetrations of the hood shall be permitted to be internally welded, provided that the weld is formed smooth or ground smooth, so as not to trap grease, and is cleanable.
- ☐ Internal hood joints, seams, filter support frames, and appurtenances attached inside the hood shall be sealed or otherwise made grease tight.

- ☐ Penetrations shall be permitted to be sealed by devices that are listed for such use and whose presence does not detract from the hood's or duct's structural integrity.
- ☐ Where piping or other conduit penetrates a duct or hood, the penetration shall have a liquid tight continuous external weld or shall be sealed by a listed device.
- ☐ Devices that require penetration of the hood, such as pipe and conduit penetration fittings and fasteners shall be listed in accordance with UL 1978.
- ☐ Listed exhaust hoods with or without exhaust dampers shall be permitted to be constructed of materials required by the listing so long as proof of same is submitted to this office for review and approval.
- ☐ Mesh grease filters are not permitted.
- ☐ Grease is to drain back to the trap at the fan.
- ☐ Cooking equipment that produces grease laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire extinguishing equipment.
- ☐ The protection methods for ducts to reduce clearance shall be applied to the combustible or limited combustible construction, not the duct itself.
- ☐ No part of the system will pass through a firewall.
- ☐ Non combustible sidewall fan terminations are not permitted with char-broilers.
- ☐ Deep fat fryers shall be equipped with a separate high limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when the fat reaches 475 degrees F at 1 inch below the surface.
- ☐ A duct shall be permitted to contact noncombustible floors, interior walls and other noncombustible structures or supports, but it shall

- ☐ 24 hour emergency service telephone number for the suppression system contractor is to be conspicuously posted on the control panel.
- ☐ One copy of the plans submitted as well as the electronic copy shall be retained on file by the Incorporated Village of Lake Grove Fire Marshals Office.

A second copy will be stamped and returned as "Fire Marshals Inspectional Copy". This copy shall remain on the jobsite throughout the installation and until such time as the system is tested and approved by the Lake Grove Fire Marshal.

The third copy will be retained by the contractor. NOTE: Once the system is approved, the Fire Marshals Inspectional Copy along with all other applicable paperwork, is to be stored in a readily accessible and clearly marked location within the building.

- ☐ If the proposed work is not started within 12 months of the plan approval, then the approval is revoked. At that point new plans and fees must be submitted.
- ☐ Any request to discuss plans or submittals shall be made to this office in advance. The Fire Marshal responsible for reviewing the plans shall be contacted and a meeting date/time will be set. Plans will not be reviewed immediately upon receipt at the Village of Lake Grove and although plans will be reviewed as quickly as possible, a period of 15-20 working days should be expected for a review.
- ☐ The contractors request for final inspection and approval must be made in writing and include all necessary paperwork (see requirements listed below) submitted to the Fire Marshals Office prior to witnessing of said test.
- ☐ Once plans are approved, you must schedule an inspection of the system before exhaust ducting is enclosed. If we cannot verify clearances and assembly, you will be required to disassemble whatever building components we feel necessary to adequately and properly perform the inspection.

SECTION 3

INVESTIGATION & PENALTY FEES

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

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For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM

You have two options for plan submittal:

US Postal Service:

Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:

Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755